**Meeting Agenda**

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| Date: 25th March 2022 Time: 6:30pm QLD / 7:30pm DST Location: MS Teams |

Note: due to time restrictions we may not get everything covered this meeting.

1. Introductions
2. Assignment 2 – Requirements
   * + - Suggest deadlines
         1. Halfway Deadline (Drafts): April 6
         2. Group Deadline: April 13
         3. Final Deadline: April 17
3. Introduction announcement on canvas
4. Primary communications for the group Email or Teams
5. Team Profile – Assignment 1 (Page 4 A2C)
6. Ideal Jobs – compare and contrast (Page 4 A2C)
   * + - Clarify
7. Tools
   * Group Website
   * Link GitHub accounts
   * Link all relevant files and data
8. Industry Data – Link on canvas Assignment 2 page.
9. IT (Information Technology) work (Page 5 A2C) – Choose approach
10. IT Technologies (1200 words Page 6 A2C)
11. Project Ideas from Assign 1 – Group idea